

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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In Reply Refer To:  
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April 15, 1999

EMS TRANSMISSION

Instruction Memorandum No. HR-99-036  
Expires: 09/30/00

To: All BC, HR, NI, and RS Employees

From: Director, National Business Center  
Director, National Applied Resources Sciences Center  
Director, National Information Resources Management Center  
Director, National Human Resources Management Center

Subject: Internet Acceptable Use Policy at the National Centers in Denver

In response to questions relating to Internet use policy and some instances of inappropriate use at the Centers and elsewhere, this Instruction Memorandum is intended to clearly state the Directors' policy on the use of the Internet.

The Center Directors recognize the importance of Internet access in accomplishing work in the most efficient manner. Further, the Internet provides for rapid exchange of information that improves productivity. For the most part, our employees have been trustworthy in their use of the Internet. In those cases, where inappropriate use has been detected, disciplinary action has been taken.

Employees and contractors are **prohibited** from engaging in the following activities on the Internet:

1. Access, retrieve, or print any text and/or graphics information, which exceed the bounds of generally accepted standards of good taste, ethical conduct, and any material that could be construed as violating the rights and well being of others. Examples of such activity include accessing racist material, accessing pornographic sites.
2. Engage in any unlawful activity, which would in any way bring discredit on the Bureau. An example of illegal activity is accessing sites related to child pornography. Government

employees have been convicted and sentenced to jail for using their government computers to access such illegal sites. If there are suspicions that an employee is engaging in illegal activity, the matter will be referred to law enforcement authorities for investigation and possible prosecution by the U.S. Attorney.

3. Engage in personal commercial activities on the Internet, including offering services or merchandise for sale or ordering services or merchandise from on-line vendors. We have had complaints from citizens about Bureau employees wasting time on government computers. Remember, while using your government computer, you are identified as a Bureau employee. You are not anonymous.

4. Engage in any activity which would compromise the security of any Government host computer. Host log-in passwords will not be disclosed or shared with other users.

5. Engage in any fundraising activities, endorse any product or services, participate in any lobbying activity, or engage in political activity.

Since you are identified as a Departmental employee on the Internet, you are expected to conduct yourself in a way that reflects positively on the Department and the Bureau. You are also put on notice that by using Government equipment to access the Internet you are subject to having activities monitored by systems or security personnel. Use of government equipment constitutes your consent to security monitoring. Remember, your Internet sessions, while utilizing government equipment, are not private.

Supervisors will make the final determination as to whether an employee requires access to the Internet to accomplish their work. If an employee is found to be engaging in any of the above prohibited activity, their Internet access may be temporarily or permanently restricted. Further, depending on the offense, the employee will be subject to administrative action up to and including removal. If an employee is found to be guilty of illegal activities, in addition to any criminal sanctions, the employee can be terminated.

If you have any questions regarding this policy, please contact Jane Haddock, Assistant Ethics Counselor, at 303.236.6701.

Signed by:  
Director, NHRMC  
Director, BC  
Director, NARSC  
Director, NIRMC

Authenticated by:  
Darlene Robitaille  
Secretary

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